

# MINUTES

## Western Conservation District Board Meeting

JANUARY 17, 2019

### In Attendance

**Supervisors:** Charles Lipscomb, Chairman; Oscar Harris, Vice-Chairman; Jim Withrow, Secretary; Don Stephens, Treasurer; Peachie Arthur; Jeremy Grant

**Others:** Dennis Brumfield, CPA, District Bookkeeper; Jackie Byars, District Conservationist; Kim Fisher, Area Director and Sherry Pearson, District Manager; WVCA.

### Call to Order

Chairman Lipscomb called the meeting to order at 9:00 a.m. at the district office in Point Pleasant.

### Approval of Agenda & Minutes

**On an Arthur/Harris motion the agenda was adopted. Motion carried. On a Harris/Arthur motion the minutes of the December 2018 meeting were approved as presented. Motion carried.**

### Financial Reports

General & CDO Funds - District CPA, Dennis Brumfield reviewed the financial reports. Supervisors received their W-2's for 2018 along with reporting forms for the IRS.

Co-Administered Funds - WCD Co-Administered Funds Report as presented by DM as prepared by WVCA.

**Financial Transactions for January were approved as listed on a Harris/Grant motion. Motion carried.**

Federal and State quarterly taxes were included in this month's payments. The balance for AgEP shows as \$55,940.55 however, Sherry reminded the board that they approved \$30,000 of Potato Funds this year in AgEP contracts. A copy of those minutes along with the new balance for AgEP is \$85,940.05 which leave \$31,270.58 in the potato fund.

Treasurer's Report - Don presented the December payroll report with the total being \$2,340.94, which included three months for Grant and two months for both Harris and Withrow. On a Stephens/Harris motion payroll was approved. Motion carried.

### Report of Supervisors

Arthur reported on the Great Kanawha RC&D Council meeting.

Chairman Lipscomb informed supervisors about the deadline for completing the Financial Disclosure Statement to the Ethics Commission by February 1<sup>st</sup>. He also shared an article in Drovers magazine on "Arizona Ranchers Share Experience with Border Security".

Oscar had been on site at Mill Creek 9 and reported on the debris removal. It was noted that Southern CD reseeded and mulched areas disturbed by the equipment.

Jim asked about the progress of selling the potato equipment. He said he knew folks that were interested in purchasing the equipment. A discussion was held over the way to dispose of the equipment. Don felt that we should let the FFA auction it off at the Jackson County fund raiser. He felt that it would bring 10% of the original cost. Jim asked about setting minimum bids for the equipment. Sherry provided a copy of another district's advertisement for sealed bids to be taken for district equipment. All the equipment is not at Lakin yet,

a digger is still out but due to return this week. Kim will check with Chris Casto to see if there are state guidelines on the sell of equipment by the district that should be followed.

## Programs

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### OM&R – Judith Lyons, Watershed Manager South – Provided a written report

Judith sent a memo to verify the technical work was completed on Mill Creek 9 with approval of the \$3,329 invoice. On a Harris/Stephens motion the board approved payment to Southern CD. She provided photos of the completed work. She also reported that Eric Smith site visitation resulted in a referral to the USACOE as the subdivision with 62 people involved has an HOA to cover such issues.

### AgEP – Oscar Harris, Committee Chairman

Oscar asked the board if they had any input they want him to take to the State AgEP Committee meeting and if so to let him know.

### AgEP

**The following payments were approved on a Harris/Stephens motion, motion carried.**

### WATER SYSTEM

Joe Casto	\$3,960.00
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In Russell's absence, Sherry handed out a WCD FY18 Trend Analysis Report provided by Jennifer Skaggs for review and will be discussed if needed next month with Russell.

The need to have a meeting to set the program for this year. **On a Withrow/Harris motion the meeting was scheduled for February 28<sup>th</sup> at 9:00 a.m at the WCD office. Motion carried.** A concern this year is the weather has held up completion of contracts. There were suggestions to add practices that would spend the money such as offering gravel or forest access roads.

## Correspondence

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- ◆ Chairman Lipscomb read correspondence from Ben Goff requesting funds for two meetings.
- ◆ Information from Chuck Talbott regarding a meeting with Leon Elementary on the Garden Based Learning program he is working to start at that school. Supervisors were invited to attend a meeting tomorrow, Friday 18<sup>th</sup> at the school at 9:30 a.m.

## Old Business

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- ◆ Sherry provide supervisors with the new GSA rates that were effective January 1<sup>st</sup>. The new mileage rate is .58 with \$50 a day for meals (B-\$13 L-\$14 D-\$23). **On a Stephens/Withrow motion the board approved to adopt the new GSA rates retroactive to January 1, 2019. Motion carried.**
- ◆ **On a Withrow/Harris motion the board requested these revisions be made to the WCD's Travel Policy Manual. Motion carried.** The new per diem rate of \$80 and \$40 begin January 1 as well.
- ◆ Audit- Sherry has received an email from Rod Lowe stating the Audit will be ready next week instead of today. She noted some information needed from Ohio Valley Bank on Securities took a while to get due to the holidays.
- ◆ AgConservation Day- Letters requesting appointment times on AgDay are ready to go out to Senators and Delegates. Supervisors will make calls on the 28<sup>th</sup> to confirm a visit on the 30<sup>th</sup>. Information along with addresses and phone numbers for both work and home were provided to supervisors for contacting these folks. Also, an updated contact list of our Senators and Congressmen in D.C. Sherry has prepared a folder to be given out to each of our representatives that includes a usb drive with two short stories one about the district and the other about our watershed dams in Jackson County. A brochure on our AgEP program and a business card are included too. District lapel pins will also be

given out to staff working with the legislators. Our banners will be on display at the breakfast and in Capitol Building.’

- ◆ Annual Agriculture Workshop- Plans for speakers were discussed along with some new suggestions mentioned. The target date for the meeting will be near the end of March as usual. It will be held at the WV State Farm Museum in Mason County.

## New Business

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- ◆ District Personnel Form FY2020-  
No changes were made to the form for FY2020 from the previous submitted form. **On a Harris/Stephens motion the FY2020 WCD District Personnel Form was approved. Motion carried.**
- ◆ Grant Funds Budget FY2020  
**On a Harris/Withrow motion the budget will be submitted with no changes from the FY2019 budget. Motion carried.**
- ◆ Grain Crop Conference – Ben Goff requested \$300 toward the first Grain Crop Conference held in Mason County. **On a Harris/Withrow motion the board approved \$300 for the conference. Motion carried.**
- ◆ Mason County Winter Dinner Meeting – **On a Withrow/Harris motion the board approved \$100 for the winter dinner meeting. Motion carried.** Supervisors suggested that this should be an annual line item in our budget.

## Agency Reports

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### West Virginia Conservation Agency

**Kim Fisher, Area Director** - Written Report Submitted (attached)

She asked them to pay attention to the meeting dates on the written report.

### USDA-Natural Resources Conservation Service

#### **Jackie Byars, District Conservationist**

Greg Stone is gone now as his last day was Friday. The Soil Conservationist position in Ripley was offered but applicants had already taken other positions. That position and the one in Point Pleasant may now take up to a year or so to be advertised again due to changes in their hiring system. She said that Greg Stone’s vacant position she sure would be on a fast track to be filled. Louis Aspey has been detailed to the national headquarters for three to four months, Nicole Viars is acting in his absence and Damarys Mortenson is acting for 2-3 months in the South Area. Western CD has the top 4-5 workloads in the state with less staff. All four of her staff members received performance awards for their work. Round 1 of EQIP is over with 11 contracts approved, only three were obligated before the new farm bill was signed and they stopped obligating. Round 2 deadline is this Friday 18<sup>th</sup> with 114 applications already taken. NRCS has been working and getting paid during the shutdown. She would like to set dates for a local workgroup meeting.

## Adjournment

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Chairman Lipscomb stated the date of the next meeting will be Thursday, January 17th, at 9 a.m.

With no further business, Chairman Lipscomb adjourned the meeting.

Minutes submitted by: Sherry Pearson

Approved by: \_\_\_\_\_

James Withrow, Secretary

Attachments

